



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Treasury

State Division / Office: Collection Division

Location of Internship: Detroit

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 20-25

PREFERRED EDUCATION

Major / Minor: Business Administration, Political Science, Communication, Criminal Justice Pre-Law

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:

- Knowledge of basic and statistical math
- Excellent written & oral communication skills
- Basic computer skills including Microsoft Word, Excel, & Access

Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Collection Intern

Intern Responsibilities / Projects:

- Maintain and update Access Databases
- Assist with document review for link analysis
- Review and summarize legal and commercial documents
- Prepare information for internal memoranda
- Perform project analysis and studies

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).